

REQUEST FOR PROPOSAL



King County

Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY Relay: 711

DATE ADVERTISED: **January 6, 2005**

RFP Title: **Children's Crisis Outreach Response System**

Requesting Dept./ Div.: **King County Department of Community & Human Services – MHCADSD**

RFP Number: **100-05CMB**

Due Date: **February 10, 2005 – no later than 2:00 P.M.**

Buyer: **Cathy M. Betts, cathy.betts@metrokc.gov, (206) 263-4267**

Pre-Proposal Conference:

A conference to discuss questions related to this RFP shall be held at **10:00 a.m. on Tuesday, January 18, 2005**, in Conference Room 8A on the 8th Floor of the Exchange Building, 821 Second Avenue, Seattle, WA 98104.

Sealed Proposals are hereby solicited and will **ONLY** be received by

**King County Procurement Services Section
Exchange Building, 8th Floor
821 Second Avenue
Seattle, WA 98104-1598**

Office Hours - 8:00 a.m. - 5:00 p.m.
Monday - Friday

SUBMITTERS MUST COMPLETE AND SIGN THE FORM BELOW (TYPE OR PRINT)

Company Name		
Address		City/State/Zip Code
Signature	Authorized Representative / Title	
E-mail	Phone	Fax

This Request for Proposal will be provided in alternative formats such as Braille, large print, audio cassette or computer disk for individuals with disabilities upon request.

If you received or downloaded this document in .pdf format, a MS Word copy may be obtained by contacting the buyer listed above. This MS Word document will be transmitted by e-mail.

Sealed proposals are hereby solicited and will be received only at the office of the King County Procurement Services Section at 821 Second Avenue, 8th Floor, Seattle, Washington, 98104 no later than 2 p.m. on the date noted above regarding a *Children's Crisis Outreach Response System* for the *King County Department of Community & Human Services*. These services shall be provided to King County in accordance with the following and the attached instructions, requirements, and specifications.

Submittal: King County requires the Proposer to sign and return *this entire Request for Proposal (RFP) document*. The Proposer shall provide *one unbound original* and *six (6) copies* of the proposal response, data or attachments offered, for *seven (7) items* total. The original in both cases shall be noted or stamped "Original".

Pre-Proposal Conference: A conference to discuss questions related to this RFP shall be held at 10:00 a.m. on Tuesday, January 18, 2005, in Conference Room 8A on the 8th Floor of the Exchange Building, 821 Second Avenue, Seattle, WA 98104. See link for driving instructions.

http://www.metrokc.gov/finance/procurement/find_us.asp

Questions: After the Pre-Proposal Conference, Proposers will be required to submit any further questions in writing prior to the close of business Tuesday, January 25, 2005 in order for staff to prepare any response required to be answered by Addendum. Questions are best received and most quickly responded to when sent via e-mail directly to the following King County procurement personnel: *Primary* – Cathy Betts, Buyer cathy.betts@metrokc.gov / *Secondary* – Roy L. Dodman, Senior Buyer roy.dodman@metrokc.gov. Questions may also be sent via fax or mail to the address above.

SECTION I – GENERAL INFORMATION

- A. King County is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex, national origin, sexual orientation, or the presence of any mental, physical or sensory handicap in an otherwise qualified handicapped person.
- B. All submitted proposals and evaluation materials become public information and may be reviewed by appointment by anyone requesting to do so *at the conclusion* of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between King County and the selected Contractor. Please note that if an interested party requests copies of submitted documents or evaluation materials, a standard King County copying charge per page must be received prior to processing the copies. King County *will not* make available photocopies of pre-printed brochures, catalogs, tear sheets or audio-visual materials that are submitted as support documents with a proposal. Those materials will be available for review at King County Procurement.
- C. No other distribution of proposals will be made by the Proposers prior to any public disclosure regarding the RFP, the proposal or any subsequent awards without written approval by King County. For this RFP all proposals received by King County shall remain valid for ninety (90) days from the date of submittal. All proposals received in response to this RFP will be retained.
- D. Proposals shall be prepared simply and economically, providing a straightforward and concise but complete and detailed description of the Proposer's abilities to meet the requirements of this RFP. Fancy bindings, colored displays and promotional materials are not desired. Emphasis shall be on completeness of content.
- E. King County reserves the right to reject any or all proposals that are deemed not responsive to its needs.
- F. In the event it becomes necessary to revise any part of this RFP, addenda shall be created and posted at the King County Procurement web site. Addenda will also be conveyed to those potential submitters providing an accurate e-mail address. If desired, a hard copy of any addenda may be provided upon request.
- G. King County is not liable for any cost incurred by the Proposer prior to issuing the contract.
- H. A contract may be negotiated with the Proposer whose proposal would be most advantageous to King County in the opinion of the King County Department of Community & Human Services, all factors considered. King County reserves the right to reject any or all proposals submitted.
- I. It is proposed that if a selection is made as a result of this RFP, a contract with a fixed price/prices will be negotiated. Negotiations may be undertaken with the Proposer who is considered to be the most suitable

for the work. This RFP is primarily designed to identify the most qualified firm. Price and schedule will be negotiated with the "first choice" Proposer; negotiations may be instituted with the second choice and subsequent Proposer until the project is canceled or an acceptable contract is executed.

- J. This RFP shall be available for use by all King County Departments, Divisions and Agencies. If orders will be placed by the County's Transit Division, the Contractor will be required to sign and comply with the Federal Transit Administration's (FTA)'s required documentation.
- K. The contents of the proposal of the selected Proposer shall become contractual obligations if a contract ensues. Failure of the Proposer to accept these obligations may result in cancellation of their selection.
- L. A contract between the Contractor and King County shall include all documents mutually entered into specifically including the contract instrument, the RFP, and the response to the RFP. The contract must include, and be consistent with, the specifications and provisions stated in the RFP.
- M. News releases pertaining to this RFP, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the King County Department of Executive Services.
- N. King County Code 4.16.025 prohibits the acceptance of any proposal after the time and date specified on the Request for Proposal. There shall be no exceptions to this requirement.
- O. King County agencies' staffs are prohibited from speaking with potential Proposers about the project during the solicitation.

Please direct all questions to:

Cathy M. Betts / Buyer
(206) 263-4267
cathy.betts@metrokc.gov

or Roy L. Dodman / Senior Buyer
(206) 263-4266
roy.dodman@metrokc.gov

NOTE: Documents and other information is available in alternate formats for individuals with disabilities upon advance request by calling Mary Lou Allwine at 206-296-4210 or TTY711.

- P. Protest Procedure - King County has a process in place for receiving protests based upon either proposals or contract awards. If you would like to receive or review a copy, please contact the Buyer named on the front page of this document or call Procurement Services at 206-684-1681.
- Q. Term Service Requirement

If a contract is awarded based on this RFP, it may contain the following provision:

Contract Extension

The initial contract period will be for one (1) year from the start date of the contract. The term of the contract may be extended in one (1) year increments for two (2) additional one-year periods for a total contract duration of three (3) years, in accordance with the County's best interest and at the sole option of the County. Prices shall remain firm for the duration of the contract period. Reasonable price changes based on market conditions and price/cost analysis *may* be requested, if such escalations are based on changes in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index for All Urban Consumers ("CPI-U") for the Seattle-Tacoma-Bremerton Statistical Metropolitan Area for the preceding calendar year. You may obtain information about the CPI-U in general and the Seattle area in particular by visiting the United States Bureau of Labor Statistics web site at <http://www.bls.gov/cpi/>. In the event the CPI-U (or a successor or substitute index) is no longer published, a reliable government or other non-partisan index of inflation selected by the County shall be used to calculate any adjusted amounts. Requests for any such changes are to be made in writing to the King County Department of Community & Human Services, and approved by the County Executive or his/her designee. Any agreed-to change shall take effect at the time of the contract extension and shall remain in effect throughout the extension period. The parties hereto recognize that such changes could be increases or decreases in the prices; both parties are entitled to benefit from such price changes.

- R. Electronic Commerce and Correspondence. King County is committed to reducing costs and facilitating quicker communication to the community by using electronic means to convey information. As such, most

Invitations to Bid and Requests for Proposal, as well as related exhibits, appendices, and issued addenda can be found on the King County Internet Web Site, located at <http://www.metrokc.gov/finance/procurement>. Please refer to the “RFPs, RFQs & ITBs / New / Consultants” portion of the site (note: some documents or portions thereof may not be posted on the site. Please note any special messages regarding a particular solicitation). This information is posted at the Web Site as a *convenience* to the public, and is not intended to replace the King County process of formally requesting bid documents and providing the County with contact information for the potential proposer. Each proposer bears the responsibility to confirm the completeness and accuracy of all documents pertaining to a given solicitation, including the receipt of all issued addenda.

If a proposer downloads a document from the Web Site and does not contact the Procurement Office to obtain a hard copy, the proposer *must* use the “Feedback” (Envelope) button at the bottom of the Web page to convey the proposer’s company name, contact name, mailing address, and phone/fax number to the County. Please note which document/documents were downloaded.

After proposals have been opened in public, the County will post a listing of the Contractors submitting proposals at the King County Internet site. Please refer to the “RFPs, RFQs & ITBs / Awarded / Consultants” portion of the site for a listing, as well as a notification of a final award.

Unless otherwise requested, letters and other transmittals pertaining to this RFP will be issued to the e-mail address noted in our files, and after submittal, noted on the first page of this document. If other personnel should be contacted via e-mail in the evaluation of this proposal, or to be notified of evaluation results, please complete the information in the table below.

Contact Name	Title	Phone	E-mail address

- S. Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged.
- T. Proposals submitted under this RFP shall be considered public documents and with limited exceptions proposals that are recommended for contract award will be available for inspection and copying by the public.

If a Proposer considers any portion of his/her proposal to be protected under the law, the Proposer shall clearly identify on the page(s) affected such words as “CONFIDENTIAL,” “PROPRIETARY” or “BUSINESS SECRET.” The Proposer shall also use the descriptions above in the following table to identify the effected page number(s) and location(s) of any material to be considered as confidential (attach additional sheets as necessary). If a request is made for disclosure of such portion, the County will determine whether the material should be made available under the law. If the material is not exempt from public disclosure law, the County will notify the Proposer of the request and allow the Proposer ten (10) days to take whatever action it deems necessary to protect its interests. If the Proposer fails or neglects to take such action within said period, the County will release the portion of the Proposal deemed subject to disclosure. By submitting a Proposal, the Proposer assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure.

Type of exemption	Beginning Page / Location	Ending Page / Location

- U. Proposers are urged to use recycled/recyclable products and both sides of paper for printed and photocopied materials, whenever practicable, in preparing responses to this RFP.
- V. Bid Identification Label: Please see the Bid Identification Label on the last page of this document.

SECTION II – PROJECT SPECIFICATIONS AND SCOPE OF WORK.

PART 1 - INTRODUCTION AND BACKGROUND

The King County Mental Health, Chemical Abuse and Dependency Services Division (MHCADSD) is undergoing efforts to improve services to children and youth with mental health concerns and their families. The improvements come in the context of the development and implementation of a children's system of care as described in the 2004 Children's Mental Health Plan, located at King County web page http://www.metrokc.gov/finance/procurement/rfpdocs/2005/January/Consultants/100-05/100-05_attach.pdf. The basic principles of the system of care model are that:

- Children and adolescents have the greatest opportunity for normal, healthy development when ties to community and family are maintained
- Services are individualized and are provided in partnership with the family and youth such that the needs and goals of the family and youth drive the service planning
- Services are child-centered and strength based, addressing the whole child across life domains
- Services are community based and culturally competent
- Multi-system services are coordinated and delivered collaboratively
- Services are provided in the least restrictive setting possible

MHCADSD intends that this system of care principles be incorporated into all King County Mental Health Plan (KCMHP) services for children, youth, and their families.

Crisis services are an essential component of KCMHP services because many children and youth enter the system in crisis—or face crises while they are in services. The KCMHP covers crisis services for both children and youth enrolled in outpatient services as well as children and youth who are not enrolled. Crisis services for enrolled children and youth are the responsibility of the outpatient provider; crisis services for un-enrolled children and youth are the responsibility of a designated crisis services provider and King County Crisis and Commitment Services (KCCCS)¹.

Multiple factors have led to a current crisis in children's emergency mental health services and inpatient diversion efforts. First, local inpatient facilities may soon be closing their doors to Medicaid clients, leaving a critical shortage in acute psychiatric inpatient beds. Second, Children's Long-term Inpatient Program facilities (CLIP) are experiencing increased lengths of stay and long waiting lists causing children and youth to remain longer than necessary in acute care settings. Finally, budget cuts and changes in funding mechanisms have made it difficult to maintain such costly services at a level that meets the community demand.

Other factors have also contributed to the need for change. Existing crisis services were not developed within the system of care framework. Crisis services for enrolled children and youth may vary by outpatient provider, and crisis services for un-enrolled children and youth do not encompass the necessary continuum of services. For both, family involvement is variable. In addition, the available crisis beds are facility-based and therefore have limited flexibility to meet the specific needs of some children and youth².

The shortcomings of children's crisis response are reflected in increasing hospitalizations and length of stay. Compared to 2003, there has been a 12.1% increase in the number of children and youth hospitalized.³ Clearly there is a need to develop better and more numerous community alternatives to inpatient treatment.

MHCADSD intends to develop more effective family and community-based crisis response services. The services for enrolled children and youth will be addressed through contract and KCMHP Policies and Procedures (KCMHP P&Ps) changes. The services for children and youth who are not enrolled will be addressed through this Request for Proposal (RFP).

¹ KCCCS provides initial crisis outreach to youth aged 13 or older who are not enrolled in outpatient services and investigations for involuntary treatment for any youth, enrolled or not enrolled, aged 13 or older

² For example, if the unit on which the beds are located is filled with primarily male adolescents, it would be inappropriate to place a female child in a bed that is otherwise available.

³ This increase includes both voluntary and involuntary hospitalizations.

The goal of MHCADSD is to create a single, integrated, comprehensive system of crisis outreach response, stabilization intervention and transition to community supports. This system will be available to children and youth whose escalating emotional or behavioral issues require timely interventions to prevent disruption of their current living arrangement, including out-of-home placement. It is intended that the system will be flexible and easily accessible to all children and youth. It will have the ability to provide intensive wraparound community based services including in-home counseling, parent training, and support. It will involve parent advocates and certified peer counselors as partners in service provision.

The objectives are to:

- 1) Provide brief and intensive treatment;
- 2) Involve families in treatment;
- 3) Link clients and families with other community support services;
- 4) Avert visits to the emergency department or hospitalization by stabilizing the crisis in the most normal setting.

The services will promote strengths and skill building for caregivers and youth. All efforts will be organized and delivered to support maintaining the child in his/her home or current living arrangement.

The continuum of services will be comprised of four parts:

- **Mobile, crisis outreach services** – considered a core component of the crisis services continuum, face-to-face outreach services will provide families with the skills needed to de-escalate the current situation by providing focused, time-limited, intensive, and preventative behavioral interventions. The outreach team will utilize creative, flexible methods to hold the child within his/her home environment. The Parent Advocate or Certified Peer Counselor (CPC) is a fundamental component of this team. CPCs can often assist families more meaningfully and effectively because they share the same experiences, giving them credibility with client families and providing them with the wisdom, skill and resources to bring to the care planning. CPCs may act as resource managers and as advocates for the family and youth. MHCADSD believes that they are crucial to engaging and maintaining family participation in services.
- **Crisis Stabilization Beds (CSBs)** - based on the therapeutic foster care model, these CSBs are intended to provide short-term respite and stabilization for youth and families. CSBs are to be located in family homes within the community, allowing a more natural environment for the child or youth. The CSBs also allow for more flexibility of use. The team of specially trained crisis outreach workers and trained caregivers will provide wraparound support to nurture the child and assist with a transition back to home as quickly as possible.
- **Non-emergent outreach visits** – intended to provide face-to-face visits in the community for situations that do not require urgent or emergent outreach. Services will be provided at the family home by a children's mental health specialist and a Parent Advocate or CPC. The team can then assist families in locating resources and supports.
- **Longer-term stabilization services** – will be provided to those youth and families who need longer-term planning. This long-term planning phase will provide families and youth with the support they need to develop a team of natural and formal services. The team can then begin to plan for the unique needs of the child and family while linking them to the resources and supports necessary to meet those needs. This wraparound process is critical to the long-term stabilization of the family and prevention of future crises. The team will also manage the transition and discharge of the child and family from the CSBs and the connection of the child and family to ongoing community based resources.

PART 2 - INTENT

MHCADSD intends to contract with one provider or consortium of providers to develop and implement a Children's Crisis Outreach Response System (CORS) for un-enrolled children and youth, and their families. The CORS will include countywide crisis outreach, stabilization, and hospital alternative services for un-enrolled children and youth. The services will be available 24 hours a day, seven days a week.

The successful bidder will be responsible for capacity building, organization, implementation, management and delivery of the crisis outreach system.

The goal is to provide interventions and family support so that children or youth will be able to remain in the community whenever possible.

Services awarded as a result of this RFP must be initiated no later than May 1, 2005.

PART 3 - FUNDING

The total budget for operation of the Children's Crisis Outreach Response System (CORS) is \$1,500,000.00. Limited start up funding will be considered as a one-time amount if included in program proposals.

PART 4 - PROPOSER ELIGIBILITY

The following are the minimum requirements the proposal must demonstrate in order to continue in the proposal review process. **PROPOSALS THAT DO NOT MEET THESE REQUIREMENTS WILL NOT BE REVIEWED.**

- A. The Proposer must have child-placing ability.
- B. The Proposer and any partners must be licensed providers in good standing with MHCADSD in the service areas for which they will be responsible.
- C. The Proposer must agree to provide services in compliance with 45 Code of Federal Regulations (CFR) Health Insurance Portability and Accountability Act (HIPPA) Parts 160 and 164; the Revised Code of Washington (RCW) 71.05, 71.24; Washington Administrative Code (WAC) 388-865; and the King County Mental Health Plan Policies and Procedures (KCMHP P&P) Manual and its revisions.
- D. The Proposer must be able to submit data electronically to the MHCADSD Information System.
- E. The Proposer must submit with the proposal a transmittal letter signed by an individual authorized to legally bind the organization to fulfill the RFP requirements. The letter shall include a statement indicating the legal entity, licensure, and tax status of the organization(s) responding to the RFP, and the name, title, mailing address, telephone and fax number of the individual(s) to be contacted by MHCADSD during the proposal review and selection process. **(Attachment C)**
- F. The proposal must follow the outline and instructions as described in Section 8, Instructions for the Completion of Responses.

PART 5 - SCOPE OF WORK

The CORS will be a continuum of services as described in Part I Introduction and Background. In addition, all services must be available 24 hours a day, seven days a week, on a "no refusal" basis. In order to make the "no refusal" policy practical, all initial calls for services will come through the Crisis Clinic. The Crisis Clinic will conduct a comprehensive screening for emotional and behavioral issues and determine the appropriate response for the child, youth, or family. If an outreach is indicated, the Crisis Clinic will contact the CORS for immediate dispatch of a crisis outreach response (COR) team. Additionally, children and adolescents evaluated at the Crisis Triage Unit (CTU) and determined to need outreach will be referred to the CORS. The COR team will respond with outreach at the CTU. See **Attachments A and B** for flow diagrams of the referral, outreach, and disposition process.

A. Estimate of Service Need

The most readily available estimate of need for un-enrolled children and youth is based on the demand for current services:

- In 2003 there were 541 crisis calls for children and youth; through September 2004, approximately 390 calls (an average of 35.5 calls per month).
- In 2003 there were 54 authorizations to the children's inpatient diversion beds; through September 2004, 42 authorizations. Approximately 80% of the children and youth using the inpatient diversion beds were enrolled.
- The average length of stay in an inpatient diversion bed was 14.1 days.

- Between October 2003 and September 2004, there were 576 children and youth voluntary and involuntary inpatient authorizations. The age range was from 4 to 18 years old with 65% between the ages of 13 and 18. 56% of these authorizations were for children and youth who were not enrolled in KCMHP outpatient services.
- The most frequently reported inpatient discharge diagnoses were depression, bipolar disorder, substance use, oppositional defiant disorder, and psychotic disorder.
- The average inpatient length of stay was 10.3 days.
- In 2003 KCCCS had 362 intakes for youth aged 13 through 17; through June 2004 there were 205.
- In 2003 KCCCS made 190 referrals to children's crisis response services; through June 2004 there were 94.

MHCADSD considers this to be a conservative estimate of need. In addition to the numbers above, about one youth a day is being seen at the Crisis Triage Unit (CTU) at Harborview Medical Center. The CTU is designed to be an adult unit and is therefore not appropriate for children and youth. Crisis outreach services will be dispatched to children and youth being seen at the CTU.

The service goal for this RFP is to maintain the current levels of service, divert children and youth from the CTU, and divert an additional 10-15% of children and youth from inpatient hospitalization.

B. Eligible Population

Children and youth aged 3-17:

- Who are not enrolled in KCMHP outpatient services;
- Who are present in King County;
- For whom a serious emotional disturbance cannot be ruled out;
- Who demonstrate or report a marked deterioration in usual level of functioning OR the usual family support is not available or has been exhausted and/or community supports are not available.

Essential Service Elements:

1. Qualified Staff

- a. Staff who are experienced in delivering crisis services to children and youth.
- b. Children's mental health specialists as defined by WAC 388-865.
- c. Parent advocates and certified peer counselors (CPC—as defined by proposed WAC 388-865-0150) as part of the crisis outreach and stabilization team.

2. Family and Community Involvement

- a. Intensive wraparound community based services that can provide in-home counseling, parent training, and support. The services will promote strengths and skill building for caregivers and youth.
- b. The crisis team shall also assist the family in developing an individualized crisis plan to include natural supports and community resources that will help with future crises. Crisis planning and decision-making will be a shared process through mutual exchange of information between families and the crisis team assisting them. Family and youth voice is crucial to ensuring effective and relevant service to the child, youth, and family.

3. Crisis Outreach Services:

- a. Are available 24 hours a day, 7 days a week, County-wide, with no refusals;
- b. Have a one hour response time from the initial call to appearing at the site;
- c. Consist at a minimum of a children's mental health specialist and a parent advocate or CPC;
- d. Are face-to-face at the site of the escalating behavior, whether this is the child's home, a group home or another living arrangement, or a community setting.

- e. May be provided for up to 72 hours over not more than four days. If longer services are needed, the family will receive stabilization services.
- f. Include a follow-up visit within 24 hours of the resolution of the crisis.
- g. Include referral for voluntary inpatient authorization when necessary and, if approved, location of an inpatient bed.
- h. Include referral to KCCS for involuntary hospitalization, when necessary.
- i. Include cultural consultation when such services are necessary to ensure culturally appropriate crisis response services.
- j. Provide flexible and creative strategies to maintain the child or youth in their home environment whenever possible.
- k. Have immediate access to crisis stabilization and/or respite beds when necessary.

4. Non-Emergency Outreach Services (NEOs)

- a. For those families who do not need immediate crisis outreach.
- b. Are offered to families within 24 hours of the referral for those situations that do not require urgent or emergent outreach.
- c. Are available Monday through Friday, between 9 a.m. and 7 p.m. At least half of the appointments are available in the late afternoon after 3:00 p.m.
- d. Are community based and at the family's home whenever possible.
- e. Are provided by a team that includes a children's mental health specialist and a parent advocate or CPC.

5. Stabilization Services

- a. Are for families for whom the crisis cannot be resolved in 72 hours over four days.
- b. Focus on the monitoring and management of appropriate formal and informal mental/behavioral health services for a period of up to eight weeks.
- c. Are provided by a team that includes a children's mental health specialist and a parent advocate or CPC. (Preferably the same team that provided crisis outreach to the family).
- d. Result in the development of a child and family team, or wraparound team.
- e. Include the development of an individualized service plan that specifies strategies to prevent future crises.
- f. Ensure that the needs and priorities of the family determine how and when services are rendered, and that the intervention goals and desired outcomes are mutually defined with the family and youth.
- g. Result in the development of a community based support system that will remain in place when crisis stabilization ends.
- h. Include referral and linkages to other appropriate providers, with follow-up to ensure that linkages have occurred.
- i. Ensure that the family is assisted to identify a range of resources, including formal and informal supports, to meet its needs, and that primary attention is given to the family's skill development in building and accessing resources to meet the family's need.
- j. Ensure that all services are coordinated with other involved service providers.
- k. Are available as needed for up to eight weeks.

6. Crisis Stabilization and Planned Respite Beds (CSBs)

- a. Beds located in homes throughout King County that can provide short-term, temporary emergency placement, care, and/or respite for severely emotionally disturbed children and youth. Therapeutic

foster care is the model on which the beds are based. One home is to be designated for planned respite care⁴.

- b. Located in licensed foster homes.
 - c. Are accessible 24 hours a day, 7 days a week
 - d. Each home serves no more than one to two children or youth at any one time
 - e. Are available to children and youth who are enrolled in KCMHP outpatient services as well as those who are not enrolled. The case manager for the enrolled children and youth must make a referral directly to the crisis outreach team in order for the child/youth to be placed in a bed
 - f. Have caregivers who are trained to deal with the range of mental health, developmental disabilities, behavioral problems, and cultural sensitivities of children who will be referred.
 - g. Are designed to help children, youth and their families develop community connections as well as the skills they need to return home
 - h. Are supported by the crisis outreach team that will ensure that care is coordinated and discharge planning is completed in partnership with the family, youth, therapeutic home caregivers, and any service providers, including KCMHP outpatient providers
 - i. Have a length of stay not to exceed 10 days without prior approval of MHCADSD
7. Psychiatric Evaluation and Medication Management
- a. When clinically indicated.
 - b. Available to any of the continuum components.
 - c. Provided by personnel with the appropriate credentials and prescriptive authority.
8. Coordination of Services
- a. Coordination and collaboration with other child serving systems including but not limited to Children's Administration services and Juvenile Justice.
 - b. Development of strategies to maintain effective partnerships and collaboration with other child serving systems, including participating in a monthly cross system meeting to be facilitated by MHCADSD.
7. Other Requirements
- The Proposer must ensure that:
- a. Records are kept on each referral and that the records meet WAC 388-865 requirements;
 - b. Equitable service delivery is provided to all geographic areas of the County;
 - c. Equitable service delivery is provided to calls originating from different parts of the child serving system;
 - d. Crisis staff are at all times linked to the Crisis Clinic by cellular telephone and one telephone number while on duty.

⁴ Respite provides necessary relief to primary caregivers of children with serious emotional disturbances. Planned respite beds will be available to unenrolled children and youth where planned respite would prevent the need for out-of-home placement or hospitalization. Planned respite beds will be accessed via the long-term stabilization services team and must be an identified need in the child's care plan. Teams can coordinate with planned respite homes via the stabilization team and can scheduled for use of respite beds up to two weeks in advance.

PART 6 - EVALUATION CRITERIA

Only those proposals that meet the minimum requirements stated in Part 4 shall be reviewed.

A total of 150 points will be awarded for this RFP as follows:

<u>Category</u>	<u>Points</u>
Applicant Qualifications	25 Points
Scope of Work	50 Points
Budget	35 Points
<u>Interview (optional)</u>	<u>40 Points</u>
Total	150 Points

If King County does not make an award based on the written evaluations alone, it may elect to conduct oral interviews with the highest-ranked proposers. If interviews are held, they will have a maximum value of 40 points. The final award would then be based on the sum total of the written evaluations and oral interview scores.

A. Applicant Qualifications

1. Describe the Proposer's history and experience in providing crisis and/or emergency services to children with serious emotional disturbances and their families, including experience with 24 hour services
2. Describe the Proposer's history and experience in developing and managing out-of-home placements for children and youth
3. Describe the Proposer's experience in developing and facilitating wraparound or child and family teams
4. Describe the Proposer's knowledge and experience in working with peer-to-peer support and/or parent partners. Describe specific situations and outcomes
5. Describe the Proposer's ability and history of interacting effectively with numerous other child serving systems and community services in jointly serving children and families

B. Scope of Work

Qualified Staff

1. Describe staff qualifications for providing crisis and stabilization services
2. Describe how the Proposer will recruit and partner with parent advocates and or certified peer counselors
3. Describe the Proposer's staffing plan that ensures 24 hour availability and meets the response time requirements. Include the number of FTEs by work hours. Also include on-call staffing patterns and procedures, if any
4. Describe how response times will be met if usually available staff are busy responding to crises
5. Describe the Proposer's ability to attract and retain necessary staff

C. Family and Community Involvement

1. Describe how the Proposer will ensure that services are family driven.
2. Describe the approach to involving the family and the community in the CORS. Include how the Proposer will develop and maintain partnership relationships with family and community organizations.

D. Crisis Outreach Response Services

1. Describe how the Proposer will operate the crisis outreach response system. Include all activities involved in responding to an immediate crisis as well as providing short-term stabilization of children, youth, and families in crisis
2. Describe strategies and interventions that will be used to control/diffuse the crisis at the site of the crisis
3. Describe how the crisis team will make decisions about dispositions for youth and families. What criteria will be used?

4. Describe the process for discharge that will be implemented if longer term stabilization services are not required

E. Non-Emergency Outreach Services

1. Describe how the Proposer will operate Non-Emergency Outreach Services (NEOs) within the designated time frames

F. Stabilization Services

1. Describe how the Proposer will handle the transition from the crisis intervention to stabilization services when required
2. Describe how the stabilization team would help a family to develop a child and family team, including identifying community and natural supports
3. Describe how the stabilization team would help a family to develop and implement an individualized care plan
4. Given the response time requirements for crisis outreach, describe how the Proposer will ensure the availability of stabilization services if the demands for crisis outreach are high
5. Describe the process that will be used for transition to community services and discharge

G. Crisis Stabilization and Planned Respite Beds

1. Describe how the Proposer will develop crisis stabilization and planned respite beds located in homes throughout the community
2. Describe how the Proposer will ensure that sufficient beds are available to meet the potential demand
3. Describe how the Proposer will ensure immediate access to the beds, including 24 hour authorization coverage
4. Describe how the Proposer will provide training and oversight for the therapeutic caregivers
5. Describe how the Proposer will make decisions about discharge and transition back home for youth and families. Specify the criteria that will be used
6. Describe how rates will be developed and how they will be commensurate with current therapeutic foster care bed rates

H. Psychiatric Evaluation and Medication Management

1. Describe the Proposer's capacity for psychiatric consultation and medication management.

I. Coordination of Services

1. Describe how the Proposer will work in partnership with other child serving agencies
2. Describe how the Proposer will work in partnership with families and with the community to identify resources and services
3. Describe how the Proposer will coordinate the crisis outreach response service and stabilization services with other agencies that are working with the child and family or caregiver.
4. Describe the plan for developing effective working relationships with emergency rooms (including the CTU), psychiatric hospitals, police, mental health agencies, KCCCS, Division of Children and Family Services, juvenile detention, Division of Developmental Disabilities, and alcohol and substance abuse providers.

J. Other Requirements

1. Describe the Proposer's ability to comply with record keeping requirements.
2. Describe how the Proposer will ensure an equitable, County-wide response to all geographic areas of the County.

K. Budget Detail and Narrative

1. Provide, in no more than 5 pages, a detailed budget narrative that describes how funds will be allocated to each service component (crisis outreach, non-emergency outreach, crisis stabilization beds, and stabilization services). Include timelines for each budget. The start up budget should cover the 2 months before the program opens (March and April 2005). The ongoing budget should be reported as an annual or 12-month budget. Proposals must describe in detail the following:

Start up costs/One-time costs

- A detailed accounting of the costs that are being allocated to each of the budget categories where expenditures are reported (e.g., staffing costs must be delineated by staff titles, FTEs, and wages; travel must be delineated by travel associated with training and local travel)

The other ongoing service components (e.g., crisis outreach services, non-emergency outreach, etc.):

- A detailed accounting of the costs that are being allocated to each of the budget categories where expenditures are reported (e.g., staffing costs must be delineated by staff titles, FTEs, and wages; travel must be delineated by travel associated with training and local travel)
- Supply/Equipment costs (i.e., pagers, cell phones) include items to be purchased or leased and estimate costs
- Contractual cost – describe costs associated with purchasing services from other individuals or organizations on a contract basis (e.g., consulting psychiatrists, trainers, crisis stabilization bed rates, etc.)

2. Complete the attached Budget Detail Form (**Attachment D**).

PART 7 – DECISION PROCESS

Only those proposals that meet the minimum requirements stated in Part 4 will be reviewed by a panel of raters selected by MCHADSD. The responses will be rated according to the points specified in Evaluation Criteria above.

It is tentatively scheduled that the rating panel will meet within one week after the response deadline. At that meeting, the panel will:

- Review each member's independent ratings of the responses;
- Tabulate scores for each proposal;
- Generate for those tabulated scores a final ranking for all responses.

The panel's recommendations for award of contracts will be forwarded to the Procurement Services Section of King County. All applicants will be notified of the results.

In addition to the written proposal, MHCADSD may require an oral presentation from applicants. The purpose of the oral presentation is to provide clarification or amplification of information stated within the written RFP. The final award will be based upon the total points awarded for the written evaluation and the oral interview.

PART 8 – INSTRUCTIONS FOR THE COMPLETION OF RESPONSES

- A. Each Minimum Qualification and item in the Evaluation Criteria shall be addressed. Organize responses in the same order as the items are shown in the RFP.
- B. Responses shall be prepared simply and economically, providing a straightforward and concise, but complete and detailed description of your ability to meet the requirements outlined in this document. Emphasis shall be on the completeness of content. Single spacing is allowed. Fancy bindings, colored displays, and promotional materials are not desired. Please submit two-sided copies. We encourage the use of recycled paper.
- C. The response must use standard size type (a font size of no less than 11 points) and must be on 8.5 X 11-inch white paper.

D. Responses shall contain, in the following order:

1. Applicant Qualifications
2. Scope of Work
3. Proposed Budget

PART 9 – PROPOSED SCHEDULE – SUBJECT TO CHANGE

January 6, 2005	RFP Released
January 18, 2005	Pre-Proposal Meeting, Exchange Building, Conference Room 8A
January 25, 2005	Written Questions Due
January 27, 2005	Addendum Issued if needed
February 10, 2005	RFP solicitation period closes
February 16, 2005	Evaluation of written proposals
February 25, 2005	Interviews
February 28, 2005	Final results released

PART 10 – ATTACHMENTS TO RFP

- A. CORS Flow Chart Required Elements
- B. CORS Flow Chart Entire Crisis System
- C. Transmittal Letter
- D. Budget Detail Form

PART 11 – REFERENCED DOCUMENTS

- A. 2004 Children's Mental Health Plan (Attached to Procurement Web Page as a separate document.)
http://www.metrokc.gov/finance/procurement/rfpdocs/2005/January/Consultants/100-05/100-05_attach.pdf

SECTION III - NONDISCRIMINATION AND AFFIRMATIVE ACTION

If a contract is awarded from this Request for Proposal, it will contain the following contract language:

PART 1: NON-DISCRIMINATION

- A. King County Code Chapters 12.16, 12.17 and 12.18 are incorporated by reference as if fully set forth herein and such requirements apply to this Contract; provided however, that no specific levels of utilization of minorities and women in the workforce of the Contractor shall be required, and the Contractor is not required to grant any preferential treatment on the basis of race, sex, color, ethnicity or national origin in its employment practices; and provided further that, notwithstanding the foregoing, any affirmative action requirements set forth in any federal regulations, statutes or rules included or referenced in the contract documents shall continue to apply.
- B. During the performance of this Contract, neither the Contractor nor any party subcontracting under the authority of this Contract shall discriminate nor tolerate harassment on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or the presence of any sensory, mental, or physical disability in the employment or application for employment or in the administration or delivery of services or any other benefits under this Contract.
- C. The Contractor shall, prior to the commencement of the work and during the term of this Contract, furnish the County, upon request and on such forms as may be provided by the County, a report of the affirmative action taken by the Contractor in implementing the terms of this section. The Contractor will permit access by the County to the Contractor's records of employment, employment advertisements, application forms, other pertinent data and records related to this Contract for the purpose of monitoring and investigation to determine compliance with these requirements.
- D. The Contractor shall implement and carry out the obligations contained in its Affidavit and Certificate of Compliance regarding equal employment opportunity. Failure to implement and carry out such obligations in good faith may be considered by the County as a material breach of this Contract and grounds for withholding payment and/or termination of the Contract and dismissal of the Contractor.
- E. The Contractor shall comply fully with all applicable federal, state and local laws, ordinances, executive orders and regulations that prohibit such discrimination. These laws include, but are not limited to, RCW Chapter 49.60 and Titles VI and VII of the Civil Rights Act of 1964.
- F. During the performance of this Contract, neither the Contractor nor any party subcontracting under the authority of this Contract shall engage in unfair employment practices. It is an unfair employment practice for any:
 - 1. Employer or labor organization to discriminate against any person with respect to referral, hiring, tenure, promotion, terms, conditions, wages or other privileges of employment;
 - 2. Employment agency or labor organization to discriminate against any person with respect to membership rights and privileges, admission to or participation in any guidance program, apprenticeship training program, or other occupational training program;
 - 3. Employer, employment agency, or labor organization to print, circulate, or cause to be printed, published or circulated, any statement, advertisement, or publication relating to employment or membership, or to use any form of application therefor, which indicates any discrimination unless based upon a bona fide occupation qualification;
 - 4. Employment agency to discriminate against any person with respect to any reference for employment or assignment to a particular job classification;
 - 5. Employer, employment agency or a labor organization to retaliate against any person because this person has opposed any practice forbidden by KCC Chapter 12.18 or because that person has made a charge, testified or assisted in any manner in any investigation, proceeding or hearing initiated under the provisions of KCC Chapter 12.18;
 - 6. Publisher, firm, corporation, organization or association printing, publishing or circulating any newspaper, magazine or other written publication to print or cause to be printed or circulated any

advertisement with knowledge that the same is in violation of KCC Chapter 12.18.030C., or to segregate and separately designate advertisements as applying only to men and women unless such discrimination is reasonably necessary to the normal operation of the particular business, enterprise or employment, unless based upon a bona fide occupational qualification; and/or

7. Employer to prohibit any person from speaking in a language other than English in the workplace unless:
 - a. The employer can show that requiring that employees speak English at certain times is justified by business necessity, and
 - b. The employer informs employees of the requirement and the consequences of violating the rule.

PART 2: REQUIRED SUBMITTALS

- A. All Contractors entering into a contract or agreement with King County valued at \$25,000 or more shall, after the proposer receives written notice of selection, submit the following:
 1. A Personnel Inventory Report on the form provided by the County.
 2. An Affidavit of Compliance demonstrating the Contractor's commitment to comply with the provisions of KCC Chapter 12.16.
 3. A Sworn Statement of Compliance with 12.16 from any labor union or employee referral agency that refers workers or employees or provides or supervises training programs from whom the Contractor obtains employees.
- B. The County will not execute any agreement or contract without prior receipt of fully executed forms listed in subparagraph A above.
- C. Assistance with the requirements of this Section and copies of Chapters 12.16, 12.17 and 12.18 are available from the Business Development & Contract Compliance (BDCC) Section, phone (206) 205-0700.

PART 3: NONDISCRIMINATION IN SUBCONTRACTING PRACTICES

- A. Compliance with Initiative 200. In accordance with the provisions of Washington Initiative 200, no County Minority and Women Business (M/WBE) utilization requirements shall apply to this Contract. No minimum level of M/WBE sub-contractor participation or purchase from M/WBE certified vendors is required and no preference will be given by the County to a bidder or Proposer for their M/WBE utilization or M/WBE status. Provided, however, that any affirmative action requirements set forth in any federal regulations or statutes included or referenced in the Contract documents will continue to apply.
- B. Non-Discrimination. During the term of this Contract, the Contractor shall not create barriers to open and fair opportunities to participate in County contracts or to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with sub-contractors and suppliers, the Contractor shall not discriminate against any person on the basis of race, color, creed, religion, sex, age, nationality, marital status, sexual orientation or the presence of any mental or physical disability in an otherwise qualified disabled person.

During the performance of work performed under any Agreement resulting from this RFP, neither the Contractor nor any party subcontracting under the authority of the agreement shall discriminate or engage in unfair contracting practices prohibited by K.C.C. 12.17.

- C. Record-Keeping Requirements. The Contractor shall maintain, for at least 6 years after completion of all work under this contract, records and information necessary to document its level of utilization of M/WBEs and other businesses as sub-contractors and suppliers in this contract and in its overall public and private business activities for the same period. The Contractor shall also maintain, for at least 6 years after completion of all work under this contract, all written quotes, bids, estimates or proposals submitted to the Contractor by all businesses seeking to participate on this Contract. Contractor shall make such documents available to the County for inspection and copying upon request. If this contract involves federal funds, Contractor shall comply with all record keeping requirements set forth in any federal rules, regulations or statutes included or referenced in the contract documents.

D. Open Competitive Opportunities. King County encourages the utilization of minority owned businesses ("MBEs") and women-owned businesses ("WBEs")(collectively, "M/WBEs") in County contracts. The County encourages the following practices to promote open competitive opportunities for small businesses including M/WBEs:

1. Attending a pre-bid or pre-solicitation conference, if scheduled by the County, to provide project information and to inform M/WBEs and other firms of contracting and subcontracting opportunities.
2. Placing all qualified small businesses attempting to do business in King County, including M/WBEs, on solicitation lists, and providing written notice of subcontracting opportunities to M/WBEs and all other small businesses capable of performing the work, including without limitation all businesses on any list provided by the County, in sufficient time to allow such businesses to respond to the written solicitations.
3. Breaking down total requirements into smaller tasks or quantities, where economically feasible, in order to permit maximum participation by small businesses including M/WBEs.
4. Establishing delivery schedules, where the requirements of this contract permit, that encourage participation by small businesses, including M/WBEs.
5. Providing small businesses including M/WBEs that express interest with adequate and timely information about plans, specifications, and requirements of the contract.
6. Utilizing the services of available community organizations, Contractor groups, local assistance offices, the County, and other organizations that provide assistance in the recruitment and placement of small businesses including M/WBEs.

Further, the County encourages small businesses, including M/WBEs, to participate in the following practices to promote open competitive opportunities:

1. Attending a pre-bid or pre-solicitation conference, if scheduled by the County, to receive project information and to inform prime bidders/proposers of contracting and subcontracting capabilities.
2. Requesting placement on solicitation lists, and receipt of written notice of subcontracting opportunities.
3. Utilizing the services of available community organizations, Contractor groups, local assistance offices, the County, and other organizations that provide assistance in the recruitment and placement of small businesses and M/WBEs.

E. Sanctions for Violations. Any violation of the mandatory requirements of the provisions of this Section shall be a material breach of contract for which the Contractor may be subject to damages and sanctions provided for by contract and by applicable law.

PART 4: REQUIREMENTS DURING WORK

A. Site Visits

King County may at any time visit the site of the work and the Contractor's office to review records related to actual utilization of and payments to subcontracting firms. The Contractor shall maintain sufficient records necessary to enable King County to review utilization of subcontracting firms. The Contractor shall provide every assistance requested by King County during such visits.

PART 5: COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED AND THE AMERICANS WITH DISABILITIES ACT OF 1990

The Contractor shall complete a Disability Self-Evaluation Questionnaire for all programs and services offered by the Contractor (including any services not subject to this Contract) and shall evaluate its services, programs and employment practices for compliance with Section 504 of the Rehabilitation Act of 1973, as amended ("504"), and the Americans with Disabilities Act of 1990 ("ADA"). The Contractor shall complete a 504/ADA Disability Assurance of Compliance prior to execution of a contract.

SECTION IV - GENERAL CONTRACT REQUIREMENTS

PART 1: TERMINATION CLAUSES

- A. This Contract may be terminated by the County without cause, in whole or in part, upon providing the Contractor ten (10) calendar days' advance written notice of the termination.

If the Contract is terminated pursuant to this Section IV, paragraph A: (1) the County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and (2) the Contractor shall be released from any obligation to provide further services pursuant to the Contract.

- B. The County may terminate this Contract, in whole or in part, upon five (5) calendar days' advance written notice in the event: (1) the Contractor materially breaches any duty, obligation, or services required pursuant to this Contract, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible.

If the Contract is terminated by the County pursuant to this Subsection IV(B) (1), the Contractor shall be liable for damages, including any additional costs of procurement of similar services from another source.

If the termination results from acts or omissions of the Contractor, including but not limited to misappropriation, nonperformance of required services or fiscal mismanagement, the Contractor shall return to the County immediately any funds, misappropriated or unexpended, which have been paid to the Contractor by the County.

- C. If expected or actual funding is withdrawn, reduced or limited in any way prior to the termination date set forth above in Section II or in any amendment hereto, the County may, upon written notice to the Contractor, immediately terminate this Contract in whole or in part.

If the Contract is terminated pursuant to this Section IV, paragraph C: (1) the County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and (2) the Contractor shall be released from any obligation to provide further services pursuant to the Contract.

Funding under this Contract beyond the current appropriation year is conditional upon appropriation by the County Council of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this contract will terminate at the close of the current appropriation year.

- D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Contract or law that either party may have in the event that the obligations, terms and conditions set forth in this Contract are breached by the other party.

PART 2: INDEMNIFICATION AND HOLD HARMLESS

- A. In providing services under this Contract, the Contractor is an *independent contractor*, and neither the Contractor nor its officers, agents or employees are an employee of the County for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits or taxes to, or on behalf of, the Contractor, its employees or others by reason of this Contract. The Contractor shall protect, indemnify and save harmless the County, its officers, agents and employees from and against any and all claims, costs and/or losses whatsoever occurring or resulting from 1) the Contractor's failure to pay any such compensation, wages, benefits or taxes; and 2) the supplying to the Contractor of work, services, materials and/or supplies by Contractor employees or other suppliers in connection with the performance of this Contract.

- B. The Contractor further agrees that it is financially responsible for and shall repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional acts or failure for any reason to comply with the terms of this Contract by the Contractor, its officers, employees, agents and/or representatives. This duty to repay the County shall not be diminished or extinguished by the prior termination of the Contract pursuant to the Duration of Contract, or the Termination section.
- C. The Contractor shall protect, defend, indemnify, and save harmless the County, [and the State of Washington (when any funds for this Contract are provided by the State of Washington)] their officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the Contractor, its officers, employees, and/or

agents. The Contractor agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, the Contractor by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event that County incurs attorney fees and/or costs in the defense of claims, for damages within the scope of this section, such fees and costs shall be recoverable from the Contractor. In addition King County shall be entitled to recover from the Contractor fees, and costs incurred to enforce the provisions of this section.

Claims shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise results in unfair trade practice.

Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this agreement.

PART 3: INSURANCE

The selected Contractor shall furnish Commercial General Liability, to include Products and Completed Operations, in the amount of \$5,000,000 combined single limit/aggregate. In addition, evidence of Workers' Compensation and Stop-Gap Employer's Liability for a limit of \$1,000,000 shall be provided. Further, the selected Contractor shall furnish Automobile Liability with a limit of \$1,000,000, Professional Liability: Errors and Omissions in the amount of \$5,000,000 per claim/Aggregate, and Sexual Harassment/Sexual Abuse coverage shall be provided with a limit of \$250,000/\$500,000 per occurrence/aggregate.

Such policy/policies shall endorse King County, and its appointed and elected officials, officers, agents and employees as additional insureds.

King County reserves the right to approve deductible/self-insured retention levels and the acceptability of insurers.

PART 4: CORRECTIVE ACTION

If the County determines that a breach of contract has occurred, that is the Contractor has failed to comply with any terms or conditions of this Contract or the Contractor has failed to provide in any manner the work or services agreed to herein, and if the County deems said breach to warrant corrective action, the following sequential procedure will apply:

- A. The County will notify the Contractor in writing of the nature of the breach;
- B. The Contractor shall respond in writing within three (3) working days of its receipt of such notification, which response shall indicate the steps being taken to correct the specified deficiencies. The corrective action plan shall specify the proposed completion date for bringing the Contract into compliance, which date shall not be more than ten (10) days from the date of the Contractor's response; unless the County, at its sole discretion, specifies in writing an extension in the number of days to complete the corrective actions;
- C. The County will notify the Contractor in writing of the County's determination as to the sufficiency of the Contractor's corrective action plan. The determination of sufficiency of the Contractor's corrective plan shall be at the sole discretion of the County;
- D. In the event that the Contractor does not respond within the appropriate time with a corrective action plan, or the Contractor's corrective action plan is determined by the County to be insufficient, the County may commence termination of this Contract in whole or in part pursuant to Section IV.B;
- E. In addition, the County may withhold any payment owed the Contractor or prohibit the Contractor from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed; and
- F. Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section IV, Termination Clauses, Subsections A, B, C, and D.

PART 5: ASSIGNMENT/SUBCONTRACTING

- A. The Contractor shall not assign or subcontract any portion of this Contract or transfer or assign any claim arising pursuant to this Contract without the written consent of the County. Said consent must be sought in writing by the Contractor not less than fifteen (15) calendar days prior to the date of any proposed assignment.
- B. "Subcontract" shall mean any agreement between the Contractor and a Subcontractor or between Subcontractors that is based on this Contract, provided that the term "subcontract" does not include the purchase of (i) support services not related to the subject matter of this contract, or (ii) supplies.

SECTION V - ADDITIONAL INFORMATION & REQUIREMENTS**A. Non-Discrimination in Benefits to employees with Domestic Partners**

King County's Equal Benefits (EB) Ordinance 14823 states that to be eligible for award of contracts at a cost of \$25,000.00 or more, firms must not discriminate in the provisions of employee benefits between employees with spouses, and employees with domestic partners. The successful Contractor, bidder or proposer shall be required to complete a Worksheet and Declaration form. Compliance with Ordinance 14823 is a mandatory condition for execution of a contract. The EB Compliance forms, and Ordinance 14823 are available online at: <http://www.metrokc.gov/finance/procurement/forms.asp>

B. Disclosure – Conflict of Interest

King County Code Chapter 3.04 is incorporated by reference as if fully set forth herein and the Contractor agrees to abide by all the conditions of said Chapter. Failure by the Contractor to comply with any requirements of this Chapter shall be a material breach of contract.

1. The Contractor covenants that no officer, employee, or agent of the County who exercises any functions or responsibilities in connection with the planning and implementation of the scope of services funded herein, or any other person who presently exercises any functions or responsibilities in connection with the planning and implementation of the scope of services funded herein shall have any personal financial interest, direct or indirect, in this Contract. The Contractor shall take appropriate steps to assure compliance with this provision.
2. If the Contractor violates the provisions of Section V (1) or does not disclose other interest required to be disclosed pursuant to King County Code Section 3.04.120, as amended, the County will not be liable for payment of services rendered pursuant to this Contract. Violation of this Section shall constitute a substantial breach of this Contract and grounds for termination pursuant to Section IV (B) above as well as any other right or remedy provided in this Contract or law.
3. The King County Board of Ethics maintains a website that provides information regarding King County ethics requirements. To review specific areas of the Code of Ethics that relate to contractors and vendors, follow this path: <http://www.metrokc.gov/ethics/>, and access 1) The Code of Ethics, "Employee Code of Ethics 3.04", and 2) Advice and Guidance "Doing Business with Contractors, Vendors, Clients and Customers". Under "Employee Code of Ethics 3.04", there are two areas of the code that speak specifically to contractors: 3.04.060 B1 (attempting to secure preferential treatment) and 3.04.120 (disclosure of interests by consultants requirement). There are other sections under conflict of interest, 3.04.030 that are directed to employees and govern their relationships with contractors.

C. Recycled/Recyclable Products

It is the policy of King County to use recycled materials to the maximum extent practicable (King County Code Chapter 10.16). Contractors able to supply products containing recycled materials that meet performance requirements are encouraged to offer them in bids and proposals and to use them wherever possible in fulfillment of contracts.

The Contractor shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Contract and shall ensure that, whenever possible, the cover page of each document printed on recycled paper bears an imprint identifying it as recycled paper. If the cost of recycled paper is more than fifteen percent higher than the cost of non-recycled paper, the Contractor may notify the Contract Administrator, who may waive the recycled paper requirement. The Contractor shall use both

sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical in the fulfillment of this Contract.

D. Proprietary Rights

The parties to this Contract hereby mutually agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the County. The foregoing shall not apply to existing training materials, consulting aids, check lists and other materials and documents of the Contractor which are modified for use in the performance of this Contract.

E. Supported Employment Program

King County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those contractors and consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this contract, please submit documentation supporting this claim with your bid/proposal/qualifications. If you have questions, or need additional information, please contact Ray Jensen, Community & Human Services, Developmental Disabilities Division, (206) 296-5268 or the County's Business Development and Contract Compliance Section at (206) 205-0700.

SECTION VI - MAINTENANCE OF RECORDS/AUDITS

- A. The Contractor shall maintain, and shall require any sub-contractor to maintain, accounts and records, including personnel, property, financial and programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all project funds and compliance with this Contract. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and services provided in the performance of this Contract. The Contractor shall make such documents available to the County for inspection, copying, and auditing upon request.
- B. All records referenced in subsection (A) shall be maintained for a period of six (6) years after completion of work or termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14, or unless a longer retention period is required by law.
- C. The Contractor shall provide access to its facilities, including those of any sub-contractor, to the County, the state and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Contract. The County will give advance notice to the Contractor in the case of fiscal audits to be conducted by the County.
- D. The Contractor agrees to cooperate with the County or its designee in the evaluation of services provided under this Contract and to make available all information reasonably required by any such evaluation process. The results and records of said evaluation shall be maintained and disclosed in accordance with RCW Chapter 42.17.
- E. If the Contractor received a total of \$500,000.00 or more in federal financial assistance during its fiscal year from the County, and is a non-profit organization or institution of higher learning or a hospital affiliated with an institution of higher learning, and is, under this Contract, carrying out or administering a program or portion of a program, it shall have an independent audit conducted of its financial statement and condition, which shall comply with the requirements of GAAS (generally accepted auditing standards), GAO's Standards for Audits of Governmental Organizations, Programs, Activities, and Functions and OMB Circulars A-133 and A-128, as amended and as applicable. Contractors receiving federal funds from more than one County Department or Division shall be responsible for determining if the combined financial assistance is equal to or greater than \$500,000.00. The Contractor shall provide one copy of the audit report to each County division providing federal financial assistance to the Contractor no later than six (6) months subsequent to the end of the Contractor's fiscal year.

SECTION VII – REQUIRED FORMS


The following completed forms will be required from the selected contractor, prior to contract award:

- A. King County Personnel Inventory Report
- B. Affidavit and Certificate of Compliance with King County Code 12.16
- C. Statement of Compliance - Union or Employee Referral Agency Statement (if applicable)
- D. King County Code 3.04.120 and Consultant Disclosure Form (if applicable)
- E. 504/ADA Disability Assurance of Compliance and Corrective Action Plan
- F. Equal Benefits Compliance Declaration Form

Copies of these forms are available by contacting the King County Procurement and Contract Services Division. They are available in paper form, or may be obtained via e-mail. Please contact Cathy Betts at 206-263-4267 or Roy L. Dodman at 206-263-4266, or by sending an e-mailed request to cathy.betts@metrokc.gov or roy.dodman@metrokc.gov.

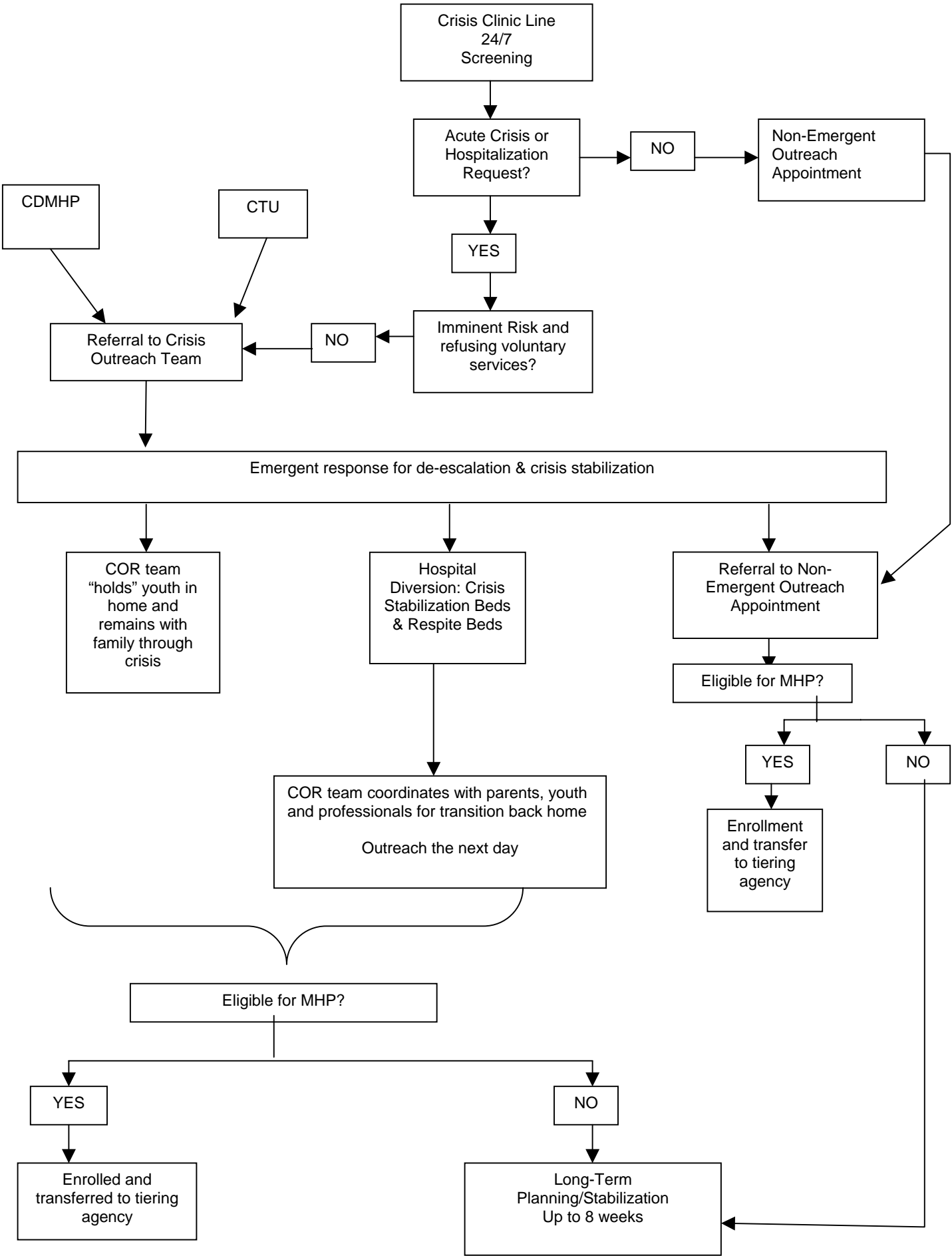
SECTION VIII – BID PROPOSAL CHECKLIST

- A. One (1) signed copy of entire RFP package.
- B. One (1) signed copy of any Addendum that was issued. (If it has signature box at bottom of first page, it must be returned.)
- C. One (1) unbound copy of proposal response marked “Original.”
- D. Six (6) copies of proposal response.
- E. Complete the Bid Identification Label below (or reasonable facsimile) and attach it to a prominent place on the exterior of the submission envelope, box, etc.

URGENT – SEALED BID ENCLOSED Do Not Delay – Deliver Immediately	
 King County	King County Procurement & Contract Services Section Exchange Building, 8 th Floor 821 2nd Ave, EXC-FI-0862 Seattle, WA 98104-1598
Bid No.	RFP 100-05CMB
Bid Title	Children’s Crisis Outreach Response System
Due Date	
Vendor	

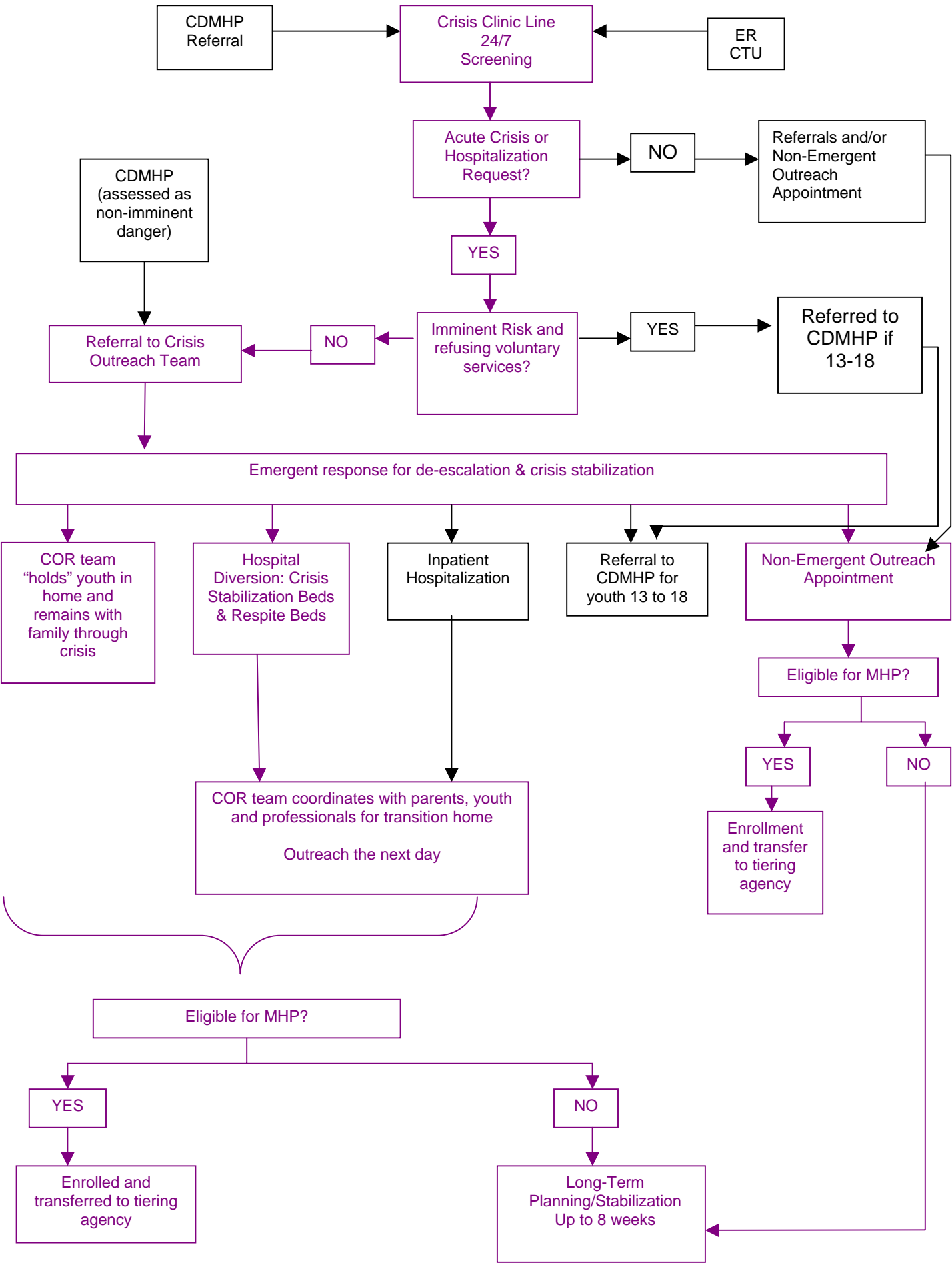
King County Crisis Outreach Response System (CORS) Flow Chart

Required Elements



King County Crisis Outreach Response System (CORS) Flow Chart

Entire Crisis System



Attachment C

Date

Ms. Cathy Betts
Buyer
King County Procurement Services
821 Second Avenue, 8th Floor
Seattle, WA, 98104

RE: Letter of transmittal

Dear Ms. Betts:

[Entity name] is pleased to provide our response to King County's Request for Proposal (RFP) #XXXXX for Co-Occurring Disorder Integrated Treatment Services.

[Entity name] is a **[type of organization]**. Our federal tax ID number is **[xx-xxxxxx]**. We are registered and licensed to **[to be filled in by Proposer]** in the State of Washington.

During the proposal review and selection process, please contact:

[contact person name and title]

[entity name]

[street address]

[city, state, zip]

[telephone number]

[email address]

[fax number]

As the **[position/title, etc.]** of **[entity name]**, I am authorized to legally bind the organization to fulfill the RFP requirements.

Signature

Date

Attachment D

CRISIS OUTREACH RESPONSE SYSTEM (CORS) LINE ITEM BUDGET PROPOSAL

BUDGET CATEGORIES	Total
<u>Start-up</u>	
a. Personel	
b. Fringe Benefits	
c. Travel	
d. Equipment	
e. Supplies	
f. Contractual	
g. Other	
h. Total Direct Charges (sum of a. to g.)	\$
i. Indirect Charges	
j. Start-up Totals (sum h. and i.)	\$
<u>Crisis Outreach Services</u>	
a. Personel	
b. Fringe Benefits	
c. Travel	
d. Equipment	
e. Supplies	
f. Contractual	
g. Other	
h. Total Direct Charges (sum of a. to g.)	\$
i. Indirect Charges	
j. Crisis Outreach Services Totals (sum h. and i.)	\$
<u>Crisis Stabilization Beds</u>	
a. Personel	
b. Fringe Benefits	
c. Travel	
d. Equipment	
e. Supplies	
f. Contractual	
g. Other	
h. Total Direct Charges (sum of a. to g.)	\$
i. Indirect Charges	
j. Crisis Stabilization Beds Totals (sum h. and i.)	\$

<u>Stabilization Services</u>	
a. Personel	
b. Fringe Benefits	
c. Travel	
d. Equipment	
e. Supplies	
f. Contractual	
g. Other	
h. Total Direct Charges (sum of a. to g.)	\$
i. Indirect Charges	
j. Stabilization Services Totals (sum h. and i.)	\$

<u>Non-Emergent Outreach Services</u>	
a. Personel	
b. Fringe Benefits	
c. Travel	
d. Equipment	
e. Supplies	
f. Contractual	
g. Other	
h. Total Direct Charges (sum of a. to g.)	\$
i. Indirect Charges	
j. Non-Emergent Outreach Services Totals (sum h. and i.)	\$
TOTALS:-	\$